



Office of Special Events

200 S. Lamar, Austin
Austin, TX 78704
Reservation Line: (512) 974-6797
Fax: (512) 974-6756

Office Hours

Monday - Friday 8:00 am - 5:00 pm
Saturday / Sunday Closed
Payments are accepted 8:30 am - 4:30 pm.

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Policies and Procedures

Policies and Rules

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Overview and Reservation Methods

Reservations are made by utilizing one of two reservation opportunities, which are dependent upon how early you are attempting to make a reservation. The two methods are:

1. Early Reservation Lottery Process ONLY available in the 7th month in advance of your desired date.
 2. First-come First-served Reservations beginning 6 months in advance of the desired date*
- *(after completion of the lottery)

Regrettably, we are unable to accept reservations less than 2 weeks from the desired event date, and only 1 reservation per site per day is allowed.

Reservations for Recreation and Activity Centers are made by contacting the centers directly to obtain information about availability and rates.

Confirming Reservations and Making Payment

Confirming Reservation: Reservations are held up to fourteen (14) calendar days from the date first scheduled. All reservations are officially confirmed upon full payment of rental fees, deposit, and a signed reservation agreement. Regrettably, if payment is not received within 14 days, the tentative reservation will be automatically cancelled without notice. A card will be placed noting your paid reservation at picnic sites/shelter the day of your event. Please remember to bring your receipt.

Payment Methods: CASH, CHECK, or MONEY ORDER.

1. Payments may be made in person 8:00 a.m. 5:00 p.m., Monday through Friday (excluding Holidays), Payment Location: 200 South Lamar. We are located immediately south of Lady Bird Lake on Lamar, at the intersection of Riverside and Lamar. or
2. by mail to the Parks and Recreation Department, Office of Special Events, 200 South Lamar, 78704. Please include the name and date on the reservation in the "note" line on checks.

NOTE: If paying a fee 14 days or less from the event date, payment is accepted by CASH, CASHIER'S CHECK, or MONEY ORDER ONLY (personal checks are not accepted)

There is a \$20.00 service charge for all returned checks.

CHECKS ARE NOT ACCEPTED for reservation or permit PAYMENTS received LESS THAN 14 DAYS from the event date.

Cancellation Policy: Cancellations received greater than 2 weeks from the reservation date are without penalty. Cancellations received less than 2 weeks from the reservation date are subject to a charge of one-half (1/2) of the rental fees. "No shows" do not receive a refund of fees.

Reservation Procedures

Early Reservation Lottery (7 months in advance). Because of the popularity of the sites and facilities, reservation requests are first accepted in writing seven (7) months prior to the requested date, between the 1st and the 20th of the month. These requests will then be submitted into a “lottery drawing” to select the potential reservations. This is the earliest you may compete for a reservation. This process is ONLY available the 7th month in advance of your desired reservation. Only 1 letter per event is accepted. For example, 1 letter for a wedding at site A. 1 letter for a wedding at site B.

Early reservation may be made by composing a letter with the following information, or by using our request template below.

Lottery Due Date Calendar
 Lottery Request Letter Template

If sending a personal letter, please Mail, Deliver, or Fax a Letter to:
 Office of Special Events
 Parks and Recreation Department
 200 South Lamar
 Austin, Texas 78704
 (512) 974-6797 reservation line, (512) 974-6729 (fax)

Letters MUST include the following information:

1. Name, Address, and Phone Numbers
2. Requested Location(s)
3. 3 Dates of Interest (By Order of Preference)
4. Event Details: Number of Attendees, Time, whether alcohol will be served or sold, etc.?

All letters MUST be received between the 1st and 20th of the month. Letters received and/or postmarked outside of those dates WILL NOT be included in the lottery process. Payments are NOT accepted with lottery entry submissions. You will be billed if you are selected by the lottery.

First-Come First-Served Reservations Available 6 months in advance, after completion of the lottery, and up until 2 weeks in advance. Upon completion of the lottery process, reservations are made in person or by phone on a first come first serve basis (delete this next few words) six (6) months in advance of the requested date. Reservation are made by phone, walk-in, or by letter.

Regrettably, we are unable to accept reservations less than 2 weeks from the desired event date. Please have a range of sites, and desirable dates at the time you make contact with the Office of Special Events.

Permits and Other fees

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2. by mail to the Parks and Recreation Department, Office of Special Events, 200 South Lamar, 78704. Please include the name and date on the reservation in the "note" line on checks. Where available and allowed the following amenities carry the noted fee(s) and may be obtained by confirmed (PAID) reservations:

Moonwalk, Rockwall & Dunking Booth Permits: \$10 (plus water (\$50) where available)

These permits may be obtained with a paid (confirmed reservation). Permits are not issued for unreserved areas.

Miniature Trains, Water slides and Petting Zoos are NOT permitted at any time. .

Water slides are NOT permitted.

Any company with valid insurance naming the City of Austin, and State licensing/certification may be added upon provision of the necessary requirement.

Consumer Information: The State of Texas requires amusement ride operators to be registered, inspected and permitted to operate in the State. Approved rides are issued a sticker, much like a vehicle inspection sticker, which is affixed to each amusement. This is something you should look or ask for when renting/using an amusement ride.

Sound Permits: \$30

Commercial or Advertising Purposes (\$30), Private Party (\$20), Public Interest, Political or Non-Profit (\$10) -with proof of non-profit status at the time of purchase

Please review individual picnic site or facility information, as some properties contain additional limitations or allowances.

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The City of Austin is proud to comply with the Americans with Disabilities Act. If you require assistance for participation in our programs or use of our facilities, please call (512) 974-6700.